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*Alms DDT*

9 June 1955

MEMORANDUM FOR: Colonel White

1. The attached proposal covers the addition of six positions within the Geographic Area of ORR to implement a new requirement for the undertaking of ten Urban Area Studies per year for the DD/P.

2. Personnel has approved the classification, and the Budget Division indicates that the increased cost can be absorbed within the 1956 allowances of ORR.

3. No ceiling increase is required at the present time.  
Signature is recommended.

*OK JSH*



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JUN 9 1979

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Table of Organization Changes in the Geographic Area, Office of Research and Reports for Proposed Implementation of the Urban Area Studies Program.

1. It is proposed by the Office of Research and Reports to establish the functional capability within the Geographic Area of providing an Urban Area Studies program to meet the DD/P request for such studies. This proposal entails the establishment of six new T/O positions within the Geographic Area. (See Attachment I)

2. This proposal is necessitated by an agreement between the AD/HR and the Chief, FI whereby the Geographic Area would undertake ten Urban Area Studies per year to meet the most urgent requirements of the DD/P Area. This new workload will require 7500 man-hours per year of cartographic work and 6000 man-hours per year of research analysis and report preparation. Present workload commitment of the Cartography and Geography Divisions, Geographic Area preclude the absorption of this additional workload. The Management Staff has examined these factors and finds the proposed augmentation of the Cartography and Geography Divisions by three positions in each division to be sound and warranted. No increase in personnel ceiling is requested. (See Attachment I)

3. The Director of Personnel has approved the classification titles and grades of the six additional positions proposed. (See Attachment II)

4. The Budget Division does not believe any financial requirement would be necessary in Fiscal Year 1955 and concurs with the Special Assistant to the DD/I (Admin) and OMR, that resulting costs can be absorbed within the Fiscal Year 1956 allowances of OMR. (See Attachment III)

5. Approval is recommended for the establishment of the following six positions within the Geographic Area, Office of Research and Reports:

a. USSR Branch, Geography Division

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- (1) Geographer, GS-12 (IA to F-1h6)
- (2) Geographer, GS-12 (IA to F-1h6)
- b. Satellites Branch, Geography Division
  - (1) Geographer, GS-12 (IA to F-1h6)
- c. USSR Compilation Branch, Cartography Division
  - (1) Geographer (Cartographer), GS-11 (IA to F-266)
  - (2) Geographer (Cartographer), GS-11 (IA to F-266)
- d. Drafting Section, Development and Construction Branch, Cartography Division.
  - (1) Cartographic Draftsman, GS-7 (IA to F-57h)

SIGNED

                      
Chief, Management Staff

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**Attachments:**

- Att I - Proposal
- Att II - Personnel Memo
- Att III - Budget Memo

**APPROVED:**

Date         JUN 13 1955        

SIGNED

        L. K. WHITE          
Deputy Director (Support)

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Executive Registry

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2-MAY 1955

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MEMORANDUM FOR: Deputy Director (Support) H.G.L.  
ATTENTION : Chief, Management Staff  
THROUGH : Deputy Director (Intelligence)  
SUBJECT : Urban Area Studies Program

PROBLEM:

1. To establish capabilities within the Geographic Area, ORR for providing urban area information required for DD/P operational needs (Tab "A").

FACTS BEARING ON THE PROBLEM:

2. As early as the Fall of 1953, DD/P requested ORR, Geographic Area, to provide urban studies for operational purposes. Restatement of its need for urban information has been made from time to time through HQM/OIS and through the SM Division. The initial request was of such magnitude (over 300 studies) and the details required for each study were so comprehensive that early efforts were directed toward meeting the requirement through research contract at governmental facilities. Consideration was also given to development of the studies as a part of the NIS responsibility of G-2, delegated to the Engineer Strategic Intelligence Division of the Army Map Service. After receiving estimates from the Air Research Division, Library of Congress, through AFOIN, and from the Corps of Engineers through G-2, estimates were also drawn for the production of the studies within CIA. A staff study prepared 4 February 1955 (Tab "D") evaluated the capabilities of the Air Force and the Army, and concluded that the work should be undertaken as a part of the program of the Geographic Area at the rate of 20 studies per year which was far below the initial request of DD/P (50 per year). At a meeting attended by the Assistant Director, Research and Reports; Chief, Basic Division, ORR; Chief, Geographic Research; Special Assistant (Administration) to the DD/I; and a representative from the office of the Special Assistant to the DCI for Plans and Policy, the proposed staff study was discussed and it was concluded that further investigation as to the real needs of DD/P should be undertaken by the AD/RR to jointly establish a realistic Urban Area Program.

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3. The AD/RR met with Chief, FI, and reached an agreement that the Geographic Area would undertake 10 studies per year to meet the most urgent requirements of the entire DD/P Area, providing the necessary increase in T/O and augmentation of staff could be affected. The current DD/P requirement in terms of the above agreement has been received by the AD/RR in a memorandum from Chief, FI, dated 18 April 1955 (Tab "B").

4. The Geographic Area has to the present time handled the most urgent minimum requirements of DD/P for city plans. These have been done at the rate of approximately three per year and should be distinguished from the markedly more complex urban area study request as outlined in Tab "A".

6. For the 10 studies per year, 7500 man-hours will be required for the cartographic work and 6000 man-hours for research analysis and report preparation.

7. The outstanding commitments for the components within the Cartography and Geography Divisions preclude the absorption of the additional burden of 7500 and 6000 man-hours respectively.

DISCUSSION:

8. The DD/P requirement for 10 urban area studies per year

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will require an augmentation of the existing components in the Cartography and Geography Divisions. The estimate of 7500 man-hours for compilation work will require the services of two compilers and one draftsman who can provide 540 man-hours of the total required with the remaining 2100 man-hours to be absorbed by present staff capabilities. The 6000 man-hours required for research analysis and report preparation is translated into a need for three geographic analysts who together can provide 5400 man-hours, leaving 600 man-hours to be absorbed by reducing currently available staff capabilities against outstanding commitments. The DD/P requests, including for the current year seven studies on USSR cities and three studies on Satellite cities, only intensifies the already heavy requirements placed upon these units in the two divisions. It is not practical to re-arrange staffs or to assume that anticipated priority requests in the future will differ sufficiently from the current programs to make available a significant block of man-hours for this intensified urban area research program.

9. The time required for personnel recruitment and training will undoubtedly mean that the first year's production for DD/P will be only those studies that can be produced in excess of already overloaded capabilities. Every effort will be made to initiate research and compilation on two of the 10 studies requested for the coming year, the remainder will be done when new personnel are available.

CONCLUSIONS:

10. That the DD/P request for urban area studies is a new program of work to be undertaken on a modest scale to replace former DD/P requests which would have required contract negotiations.

11. That the current capabilities within the Geography and Cartography Divisions are fully committed and therefore require augmentation for undertaking the new urban studies program.

12. That, after examining all facilities within the governmental structure, the DD/P Program should be undertaken within the Geographic Area, utilizing its administrative and substantive "know-how" for conducting the Program through the addition and integration of a relatively small new staff.

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ACTION RECOMMENDED:

13. That an increase of six (6) positions in the T/O for the Geographic Area be approved to permit implementation of the proposed Urban Area Program by the Geographic Area. The plan for augmentation of staff through an increase in T/O is outlined in Tab "C".



OTTO E. GUNDE  
Assistant Director  
Research and Reports

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CONCURRENCE:

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/s/   
#1, ~~DEPUTY DIRECTOR/INTELLIGENCE~~

4 May 1955  
DATE

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ORR: GCH/G lmc:zmk  
2 May 1955

\* In accordance with the present DD/S ceiling policy, no increase in ceiling is requested at this time due to the existence of ceiling vacancies in ORR.

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